

To: Jensen, Carol[Jensen.Carol@epa.gov]
From: Fagen, Elizabeth
Sent: Thur 4/23/2015 9:49:24 PM
Subject: May Travel - TAs needed

Hi Louise,

Can you set up two different TAs for me?

- 1) May 11-16 to Silverton, CO. I will be driving a Superfund vehicle and have made my own reservations at the government rate at the Benson Hotel in Silverton, CO. I will domicile the vehicle and so the only expenses are hotel, hotel tax, and per diem.
- 2) May 26-30 to Silverton, CO. I will be driving a Superfund vehicle.
 - a. We will be traveling to Silverton on Tuesday 5/26 – staying for 1 night. I will make reservations.
 - b. We will be traveling to Telluride, CO on Wednesday 5/27 – staying for 3 nights at the Peaks Resort for the San Juan Mining Conference. The reservations have been made for \$150 per night.
 - c. Again, the only expenses will be hotel, hotel tax and per diem.
 - d. The Peaks Resort pre-charges the rooms on our government credit card, so this TA is a bit more urgent than the other TA.

Site Code: 2015 T 08L 303DD2 085MHR00

Please let me know if you have any questions.

Liz

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